

BANKS PUBLIC LIBRARY BOARD MEETING

Meeting Minutes – Tuesday September 20, 2016

Attending: Marion Steinbach, Linda Lybecker, Lynda Goovaerts

Absent and Excused: Ann Witkowski, JoAnn Pari-Mueller

Staff: Denise Holmes

Appearance of interested citizens: none

Call to order: 6:34 pm

CHANGES OR ADDITIONS TO THE AGENDA: addition: Citizenship Award Committee request

APPROVAL OF MINUTES: Linda Lybecker made a motion to approve the minutes of the July 19, 2016 meeting, Marion Steinbach seconded, all approved.

OLD BUSINESS:

- **Library expansion update:** The Request for Proposals is published and several potential bidders were present for the building walk-through on September 8. The proposals with bids are due on September 29. New grant requests have been recently submitted to Autzen Foundation, Swindells Charitable Trust and Templeton. Local donations now total \$168,000.
- **Strategic planning timeline:** The Banks Library strategic planning process will be delayed due to other City projects underway right now, which also draw upon local citizen's time.
- **Material Selection Policy review discussion:** JoAnn Pari-Mueller updated the current Materials Selection Policy for the Board to review. She asked the group to discuss how patrons request a purchase and if a response from the Library Board was needed, who would be responsible. It was decided that no formality was necessary for either situation. Patrons often discuss requests with staff members now. A paper form for either feedback or suggested purchases could be made available in the Library for patrons who would prefer to write down requests. It was agreed to continue to attach three statements of principle from the American Library Association: Library Bill of Rights, Freedom to Read statement, and Access to Library resources and services for minors. The wording on the Request for reconsideration of Banks Library materials form will be changed to include materials that are viewed or listened to in addition to books. It was determined that the person responsible for a written response from the Library Board could be determined on a case-by-case basis. This policy adoption decision will be on the next meeting agenda.
- **WCCLS 40th Anniversary Celebration and ceremonial ground-breaking October 15:** Denise Holmes distributed WCCLS themed t-shirts ordered for the occasion to Board members. The ground-breaking event will be held from 1:00-2:00 and it was suggested that cake be served out of the Public Works Building. Denise Holmes will do some research on Banks Library history and will send a special invitation to Eva Calcagno. A discussion of ideas on methods of making the ceremonial ground-breaking event become a photo-op for local media followed.

NEW BUSINESS:

- **Library goals to submit to City Council Retreat:** These goals for fiscal year 2017-2018 are submitted to the City Council for discussion and prioritization along with other City goals. The

Library will forward: 1) Create and fill a new Library Assistant 2 position. This person would serve as an assistant to the Library Director, lead the staff during her absences and take charge of developing community programs once the new community room is available for usage 2) Open the community room for public use and offer programs for youth and children 3) Open the Library at 10:00 am six days per week.

- **Citizenship Award:** Marion Steinbach has agreed to represent the Library Board on the Citizenship Award Committee this year.
- **Collection Development Statement review:** Several wording changes were suggested to improve the clarity of the document. The revised document will be reviewed at the next meeting.

REPORTS

- **City:** The proclamation for the WCCLS 40th anniversary was read at a Council meeting. Other business now underway includes updating ordinances and suggestions from the City re-Branding committee.
- **WCCLS Executive Board:** The last meetings discussed how to use the “jump-start” fund and how the Pool 2 monies might be distributed.
- **Director’s report:** A part-time staff member has resigned due to a family move. Recruitment for a replacement will soon begin. Denise Holmes expressed satisfaction with the summer reading participation and programs this summer.
- **Friends of the Library:** Used books and other donated materials will be sold on October 8 and 9th out of the City Hall. The McMenamins Friends and Family Night will be Tuesday, November 15th from 5-11 pm. Fifty percent of all sales in the Ironwork Grill will be donated to the Friends of the Library. An annual book fair Barnes and Noble is planned for December 9-11, in conjunction with local volunteers offering to wrap presents at the store for donations on Friday and Saturday. There will not be a recognition tea this fall but instead these volunteers receive their customary thank you gifts and will be invited to the City holiday party.

The meeting was adjourned at 8:30 pm.

Respectfully submitted by
Linda Lybecker and Denise Holmes